

BANNER 9 HR WEBINAR QUESTIONS & ANSWERS – 9/26/18

Question – Is Go in Banner 9 the same as Next Block in Banner 8?

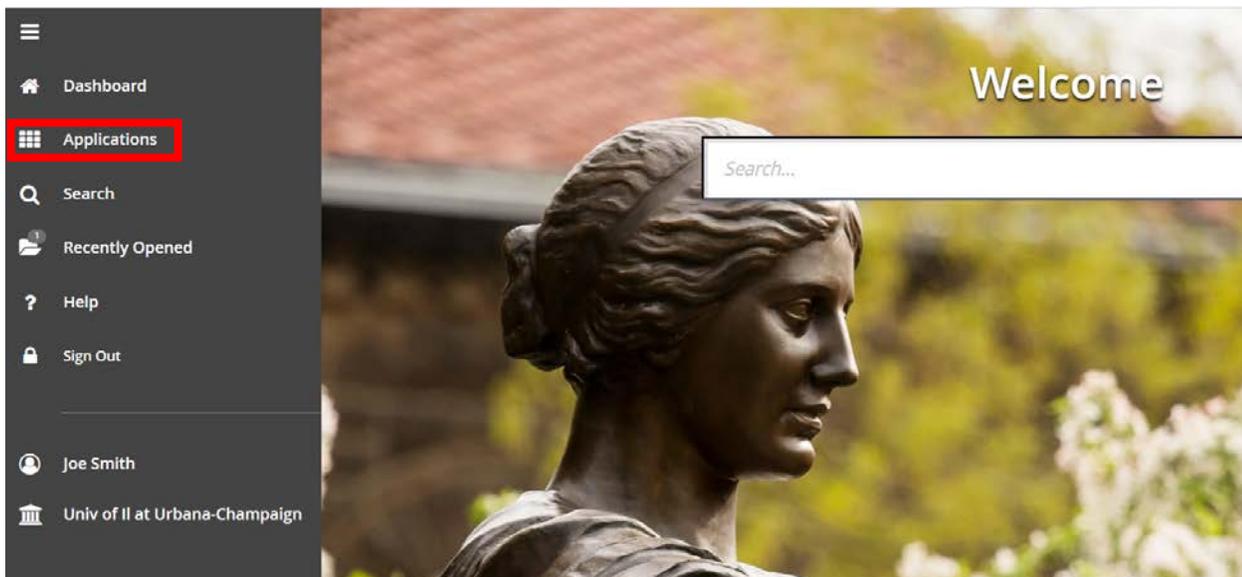
Answer – Yes, Go is similar to Next Block as it will take you down into the page from the keyblock.

Question – On PZAREDS, what was the Effort Certification Box? Can this be done in Banner 9?

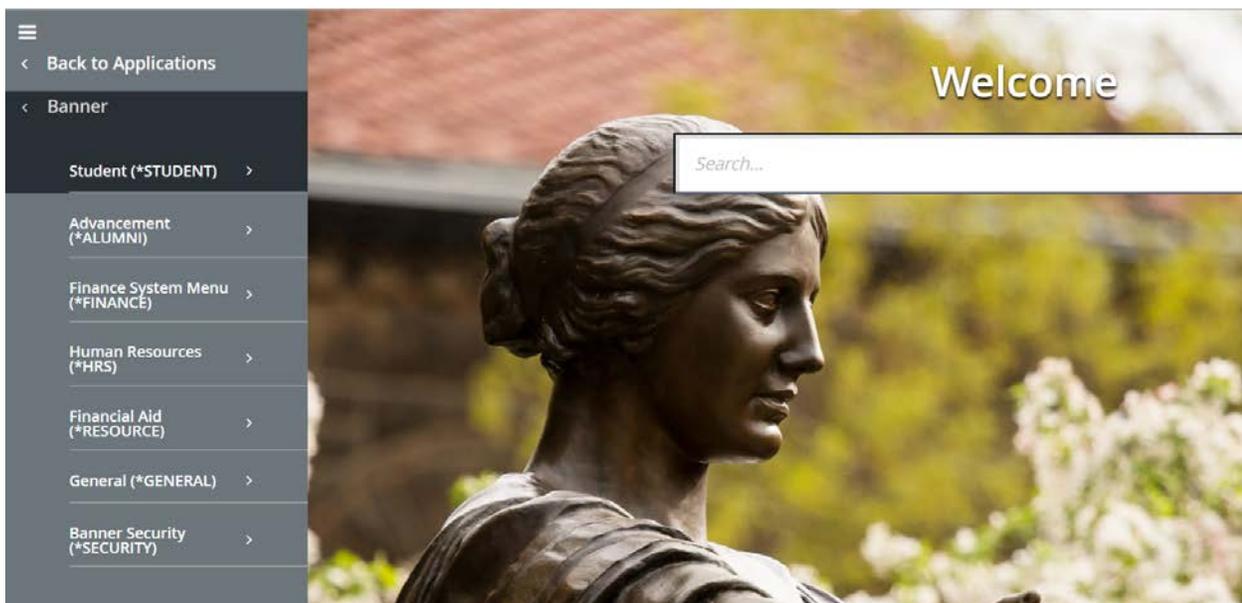
Answer – This box does appear in Banner 8 which we do not utilize, therefore we will not use in Banner 9.

Question – Where can you find the menu or dropdown listing forms by subject area?

Answer – This information can be located on the left side of your screen by selecting the Applications icon.



When this is selected the list of forms by subject area will appear.



Question – Can you search by name and not just by UIN?

Answer – Yes, you can. When you enter a page, the name field will not appear in the key block at first. For example, here is PEAEMPL page.



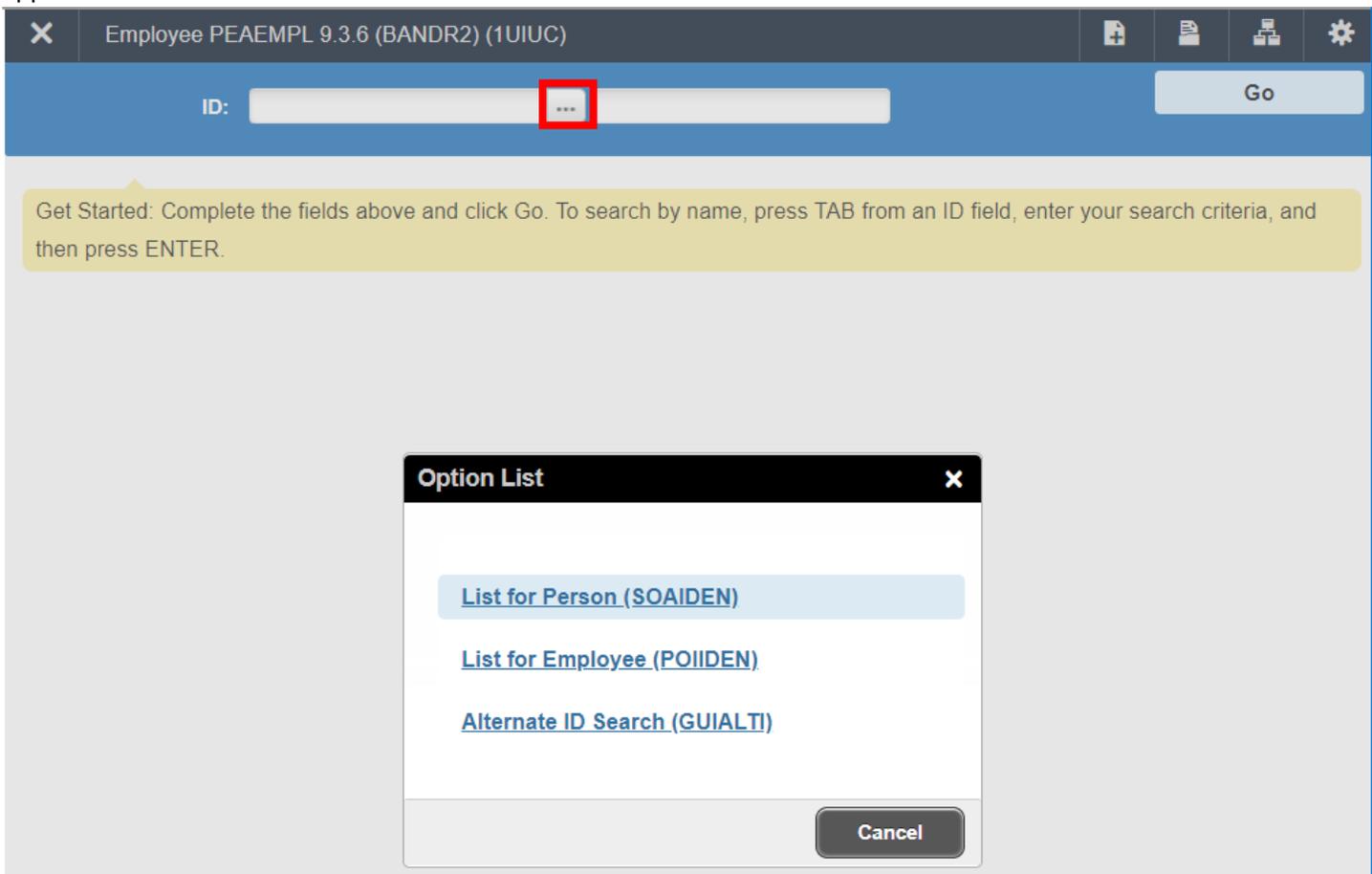
The screenshot shows the top navigation bar of the PEAEMPL page. The title is "Employee PEAEMPL 9.3.6 (BANDR2) (1UIUC)". Below the title is a blue header bar containing an "ID:" label, an empty text input field, and a "Go" button.

You can tab out of the ID field and the name field will appear. You are then able to search by name as you can in Banner 8.



The screenshot shows the same PEAEMPL page, but now a second text input field has appeared to the right of the first one, indicating that the user has tabbed out of the ID field.

Just like in Banner 8, you can also select the ellipsis (the 3 periods) next to the ID field and the Option List will appear.



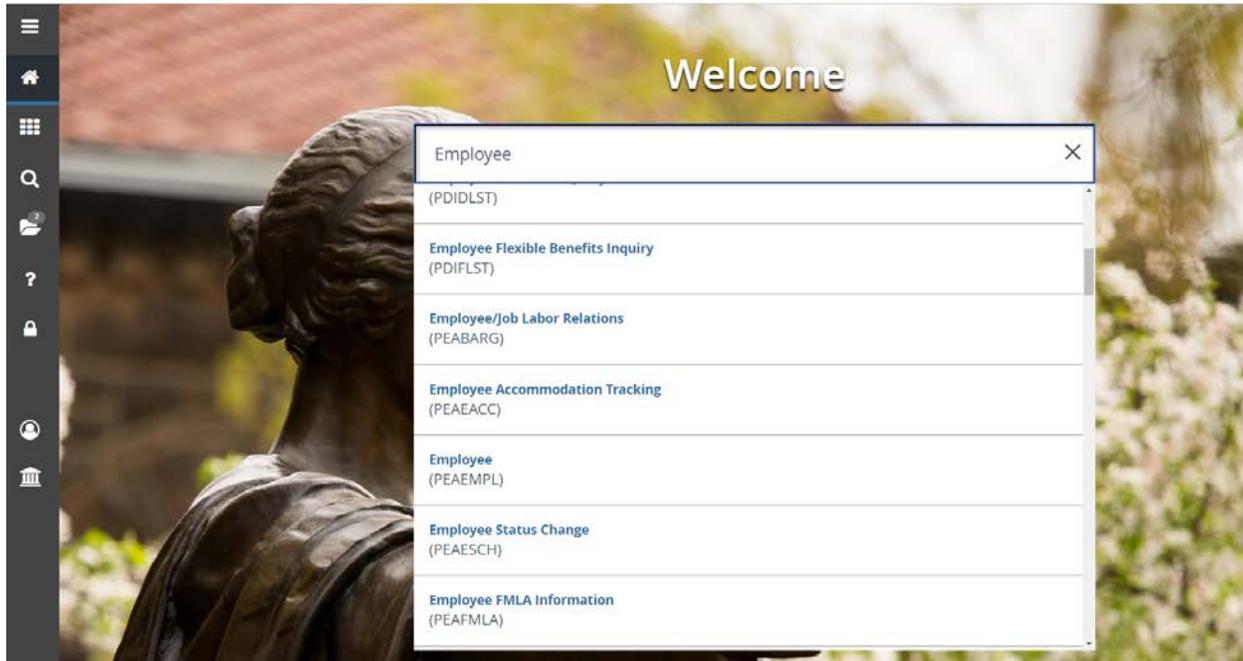
The screenshot shows the PEAEMPL page with the "ID:" field and its ellipsis button highlighted by a red square. Below the header bar is a yellow callout box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." In the center of the page, an "Option List" dialog box is open, displaying three options: "List for Person (SOAIDEN)", "List for Employee (POIIDEN)", and "Alternate ID Search (GUIALTI)". A "Cancel" button is located at the bottom right of the dialog box.

Question – Will there be a way to save your most commonly used pages?

Answer – Yes you can accomplish this by creating your “My Banner” menu. Steps on how to create and maintain this can be located in this [Knowledge Base article](#).

Question – Can you search by Banner form name instead of the Banner form codes?

Answer – Yes, you can search by either. If you search by the Banner name, a list of pages will appear that contain that name in the page description. For example, when I am looking for PEAEMPL and I searched for Employee the following appears to allow me to select the exact page I am looking for.



Question – Are the fields named the same as in Banner 8?

Answer – Yes, the fields are named the same, however they may not be in the same location.

Question – In PEIESUM can we change the query date and check for future jobs?

Answer – Yes, you can change the query date and select the box to show future jobs just as you do in Banner 8.

Question – Have any HR screen names changed from Banner 8 to Banner 9?

Answer – No, their names have not changed.